

Helpful Editing Techniques

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Helpful Editing Techniques

To reduce the chance of errors, **edit with tags turned on.**

Inserting Tags

When adding text, you may choose to type the information in first then place the appropriate tags around the newly typed text or you may elect to insert the tags first then type between the new tags.

If you choose to type the information first, type the text, then using the mouse or keystrokes, highlight the new text then click the appropriate tags from the tool bar.

If you type new information that requires multiple tags, begin tagging from the perimeter and work inward. (See Example 1 below:)

If you choose to insert the tags first, click on the appropriate tag from the toolbar then place your cursor between the new tags, delete any instructions that may be present, and begin typing.

EXAMPLE 1.

<TXT>Ten working days prior to commencement of work, complete and submit
_{Notification of Demolition and Renovation} forms to Federal and State
authorities and Contracting Officer in accordance with <RID>40 CFR 61-SUBPART M</RID>.
Complete paragraphs I, II, III.B, III.C (if applicable), IX, and XVI of form. Copy of form is
attached at end of this section.</TXT>

(Enter the TXT tags first then you will be able to insert the SUB and RID tags without errors.)

If Tags Are Bothersome When Reading The Document

Place your cursor at any location in the document and click the right mouse button; a small menu will appear. Click on Tags. This will allow you to hide the tags while reading the document. You can then perform the same steps to view tags when you are ready to perform editing.

Permanently Removing Tags from the Document

There are two ways to remove a tag.

1. Place your cursor at the left edge of the beginning tag you wish to remove and press the Delete key on the keyboard.
2. Place your cursor between the tags you wish to remove and select Edit, from the menu then Remove Tags.

NOTE: Be careful where you place the cursor. The Remove Tags Function will remove the tag immediately to the left of the cursor's location. (See Examples a and b below):

Example 1 Cursor Position

↓

Example 2 Cursor Position

↓

<TXT>Conform to| Section <SRF>01575</SRF>, |"Temporary Environmental Controls," for
protection of natural resources.</TXT>

Example a. If you place the cursor between the TXT and the SRF tags - the TXT tags will be removed.

Example b. If you place the cursor between the SRF and the /TXT tags - the SRF tags will be removed.

Highlighting

SPECSINTACT allows the highlighting of information in many different ways.

- Highlighting of information may be done as in any other program (such as MS Word or WordPerfect), by holding down the left mouse button and drag the pointer to the last character to be selected.
- By positioning your cursor at the beginning of the information to be highlighted. Hold the Shift Key down while using the appropriate arrow key (on the key board) until the desired text is highlighted.
- Double Click on the word to be highlighted.
- Double-clicking, Expands Highlighted Area to Include Surrounding Tags

Double-clicking with your left mouse button inside of a highlighted block of text will expand the highlighted region to include the immediately surrounding pair of tags. You can precisely highlight an entire Subpart (or TXT paragraph, PRT, RID, ORG, etc.) simply by positioning the cursor on any word in the entire Subpart, and then double-clicking repeatedly. Each time you double-click, the highlighted region will expand, until you have highlighted the entire Subpart. If the start of the highlighted region is not on your screen, the Editor will automatically scroll there.

This feature works with tags visible or hidden. You cannot use this feature to highlight an area larger than an entire part, however (you can't highlight an entire section by double-clicking). See an Example ?

This procedure may continued until the highlighted area covers an entire PRT (part). SPECSINTACT will not allow you to highlight any more that a part. The next higher level tag from the PRT tag is the SEC (Section) tag, which would highlight the entire section.

Return to the Highlighting Page

Correct Spacing & Formatting of Metric & English Units

When dealing with the correct formatting of MET and ENG measurements and tags, the following format is the one that works best in most cases (**but not all**):

```
text<MET>_3 meters</MET><ENG>_10 feet</ENG>_text
```

Notice where there is and is not a space (indicated by the _). This is very important when hiding one of the units, both when viewing the section in the Editor and, most importantly, when printing the section.

Cases where the format must be reversed is when the measurements fall at the end of a line. When this happens, the text on the next line ends up with a space in front of the units when tags are turned off. Example:

```
text_<MET>3 meters_</MET><ENG>10 feet_</ENG>text
```

If you are unsure which format works best, try toggling (with tags off) first the MET units then the ENG units and see how each looks when the other is hidden. This is the only way to know for sure what the results of your placement of tags, text and spaces will be.

Use of Punctuation with English and Metric Tags Units

This is how it should be formatted in the SGML Editor:

```
text<MET>_3 meters<\MET><ENG>_10 feet<\ENG>,_text
```

****NOTE:** In cases where the format must be reversed because the units end up at the end of the line, you must still duplicate the punctuation, and ignore the extra space that appears when one of the units is toggled off.

English and Metric Tables

Note that many of the tables also had to be duplicated due to ENG/MET considerations in the Volkswriter text. Now they can (and should in most cases) be combined in the SGML Editor. It still may be easier to let some of the more complicated tables remain duplicated, but for the most part one table is all that is needed with MET/ENG tags formatted side by side, as it is in the rest of the text. Remember to check formatting by toggling tags, ENG and MET on and off to ensure a "clean" format for all cases.

Brackets and Punctuation in Text

Currently, the bulk of bracketed text is formatted with punctuation outside the brackets as follows: **[text], [text], [text],**

When the section is converted to WordSpec and the automated bracket option is selected, you end up with all the punctuation left behind from all the brackets. For example, if the middle bracket is selected, the text ends up looking like this: , text, , . In these instances, the punctuation needs to be placed inside the brackets so that when a choice is made you only end up with one instance of the punctuation accompanying the selection. The following format is how they SHOULD be formatted: **[text,] [text,] [text,]**

Brackets and Subparts

The complications really begin when brackets surround portions of subparts. Many beginning brackets start before a subpart tag, but end somewhere in the middle of the subpart. This not only produces validation errors, but also plays havoc with WordSpec and its bracket selection option. In a case like this you must include a set of brackets for each choice to be made and they must be positioned correctly.

Proper Formatting of Tables

To insert a table in the text of a SGML section, first go to the Utilities Menu, select Insert Tags," then select "Table," or the Editor will insert the TBL (table) and THD (table-header) tags at the point where the cursor is. **Please note that there are column limits on tables. If the table is contained within a Note, the table can not exceed Column 68. Anywhere else in the text a table can be formatted out to column 75.** The correct format of a Table in SGML is as follows:

```
<TBL><THD>
    <HL1>REQUIREMENT</HL1>    <HL1>TEST METHOD</HL1>
</THD>
    Specific gravity and absorption    <RID>ASTM C 128</RID>
    of fine aggregate

    Specific gravity and absorption    <RID>ASTM C 127</RID>
    of coarse aggregate
</TBL>
```

**Notice that the underline tags are <HL1>.

Other "font" or "formatting" tags are <HL2> for *italics*, <HL3> for **bolding**, and <HL4> for centering text.

Tables and Notes

A table can be within a note as long as it does not go beyond column 68. SI V1.7 used to be column 80, so re-adjustment of some tables will be necessary.

Neither TBL nor NPR tags should be placed around tables within notes.

A good rule of thumb for editing with the SPECSINTACT w/SGML Editor, is to view the section with tags off after you complete editing to make sure the formatting looks correct. If it doesn't, then chances are you have an incorrect or missing tag, an extra space or paragraph return somewhere. Also, save the document often to check validation.

Deleting Blocks of Information

If you wish to delete a block of information in its entirety such as a text paragraph, place your cursor at the left edge of the beginning TXT tag, hold the Shift key down and press the Delete key. The entire paragraph will be deleted from the beginning TXT tag to the ending /TXT tag including all text between the tags.

Cursor Position

|
↓
V

|<TXT>For portions of the building to remain, protect building interior and materials and equipment from the weather at all times. Where removal of existing roofing is necessary to

accomplish work, have materials and workmen ready to provide adequate and temporary covering of exposed areas so as to ensure effectiveness and to prevent displacement.]</TXT>

NOTE: The same applies to Parts and Subparts, however there is an inherent danger using this method to delete Parts and Subparts. For example, if you wish to delete Subpart 2.1 but would like to keep Subpart 2.1.1. and press Shift+Delete at Subpart 2.1 you would also delete Subpart 2.1.1 because 2.1.1 is part of 2.1 (between the SPT =2.1 and the /SPT =2.1).

Redlining Overview


Redlining is a very complex feature of SPECSINTACT so be sure that redlining is required or truly desired before you begin. If redlining is not a requirement, it is recommended that you do not use this feature. If you have to redline, please read the following carefully.


The Redlining function is used when you need to see the information that is being deleted or added without actually doing so. The information you have designated for deletion will be depicted as red text with a red line through the text and tags at the beginning and ending of the text. The information you have added to the text will be depicted as green text with a green underline and <ADD> tags at the beginning and ending of the text.

When a document has been edited to satisfaction, you can permanently remove the text designated for deletion and add the text designated for insertion by Executing Revisions.

Redline Mark Up
Redlining Blocks of Information
Reversing Redlining
Black Redlining
Executing Revisions

Redline Mark Up

The Redline function is turned on and off by . If this button has a white background, it is active and ready for Redlining. If the button has a gray background, Redlining is not on and needs to be selected in order to use it. This button will change the function of your Del Key. Instead of actually deleting the information it will mark the information. You will also notice that

when you click on this button the  will change to a white background. The assumption is that if you turn on the Redlining function, you want to view Revisions as well.

To mark up a portion of a paragraph and delete text from it:

Highlight the information desired for deletion and press the delete key. Your information will change from:

<TXT>Conform to Section <SRF>01575</SRF>, "Temporary Environmental Controls," for protection of natural resources.</TXT>

to:

~~<TXT>Conform to Section <SRF>01575</SRF>, "Temporary Environmental Controls," for protection of natural resources.</TXT>~~

Marking up a portion of a paragraph and adding text to it:

If "Temporary Environmental Controls" is to be deleted and "Air Systems", is to be added,. highlight "Temporary Environmental Controls" and press the DEL button on the keyboard.

1. Original Text:

<TXT>Conform to Section <SRF>01575</SRF>, Temporary Environmental Controls, for protection of natural resources.</TXT>

Redlined text after tags:

<TXT>Conform to Section <SRF>01575</SRF>, ~~Temporary Environmental Controls,~~ or protection of natural resources.</TXT>

2. To ADD the new text, start typing without any additional clicks.

<TXT>Conform to Section <SRF>01575</SRF>, ~~Temporary Environmental Controls,~~ <ADD>Air Systems,</ADD> for protection of natural resources.</TXT>

Redlining Blocks of Information

If you wish to Redline a block of information in its entirety such as a text paragraph, place your cursor at the left edge of the beginning TXT tag, hold the Shift Key down and press the Delete Key. The entire paragraph will be Redlined from the beginning TXT tag.

Cursor Position

|
V


<TXT>For portions of the building to remain, protect building interior and materials and equipment from the weather at all times. Where removal of existing roofing is necessary to accomplish work, have materials and workmen ready to provide adequate and temporary covering of exposed areas so as to ensure effectiveness and to prevent displacement.</TXT>

Becomes:

~~<TXT>For portions of the building to remain, protect building interior and materials and equipment from the weather at all times. Where removal of existing roofing is necessary to accomplish work, have materials and workmen ready to provide adequate and temporary covering of exposed areas so as to ensure effectiveness and to prevent displacement.</TXT>~~

NOTE: The same applies to Parts and Subparts, however there is an inherit danger using this method to delete Parts and Subparts. For example, if you wish to delete Subpart 2.1 but would like to keep Subpart 2.1.1. press Shift+Delete Subpart 2.1 you would also delete Subpart 2.1.1 because 2.1.1 is part of 2.1 (between SPT =2.1 and /SPT =2.1).

Reversing Redlining

Click on the Redline  button to turn Redlining off. If this button has a white background, it is active and needs to be selected in order to de-select redlining. If the button has a gray background it is not active and you are ready to proceed.

There are two ways to reinstate the information:

1. Place your cursor at the left edge of the beginning DEL tag that begins the redlining you wish to remove and press the Delete button. This process will remove the DEL tags which will in turn remove the revisions and return the information to its original state.
2. Place your cursor between the tags you wish to remove and select Edit then Remove Tags.

NOTE: Be careful where you place the cursor. The remove tag function will remove the tag immediately to the left of the location of the cursor. (See below):

Cursor Position
 ↓
~~|<TXT>Conform to Section <SRF>01575</SRF>, "Temporary Environmental Controls," for protection of natural resources.]</TXT>~~

Place the cursor between the DEL and the TXT tags - the DEL tags will be removed.

Black Redlining

If you see information that is stricken through with black lines such as ~~(such as)~~ and this information is text you do not desire to have redlined, you have interlinked DEL tags. This means that you have redlined half of a tag pair. The following example illustrates what you may see as the problem and how to fix it:

~~<SPT =1.7.3><TTL>1.7.3 Weather Protection</TTL>~~

~~<TXT>For portions of the building to remain, protect building interior and materials and equipment from the weather at all times. Where removal of existing roofing is necessary to accomplish work, have materials and~~

~~workmen ready to provide adequate and temporary covering of exposed areas
so as to ensure effectiveness and to prevent displacement.~~</TXT>

(Notice that the beginning portion of SPT =1.7.3 and the ending portion of SPT =1.7.4 are not surrounded by DEL tags but are nonetheless redlined as well as the information surrounded by ADD tags).

~~</SPT =1.7.3><SPT =1.7.4><TTL>1.7.4 Trees</TTL><ADD><TTL>1.7.4 New
Title</TTL></ADD>~~

~~<TXT>Conform to Section <ADD>The Standard to follow is Section</ADD>
<SRF>01575</SRF>, "Temporary Environmental Controls," for protection of natural
resources.]</TXT>~~

In this example half of the SPT =1.7.3 was included in the DEL set of tags. The software assumes that if you wish to delete the ending SPT =1.7.3 then you obviously want to delete SPT = 1.7.3 Following that logic, if the beginning and ending SPT 1.7.3 tags are redlined, all of the information in between should be as well. Of course the same inverse situation applies to SPT =1.7.4.

To fix this problem, you must remove the DEL tags or Reverse Redline and re-insert the DEL tags as follows:

<SPT =1.7.3><TTL>1.7.3 Weather Protection</TTL>

<TXT>For portions of the building to remain, protect building interior and materials and equipment from the weather at all times. ~~Where removal of existing roofing is necessary to accomplish work, have materials and workmen ready to provide adequate and temporary covering of exposed areas so as to ensure effectiveness and to prevent displacement.~~</TXT>

~~</SPT =1.7.3><SPT =1.7.4><TTL>1.7.4 Trees</TTL><ADD><TTL>1.7.4
New Title</TTL></ADD>~~

~~<TXT>Conform to Section<ADD>The Standard to follow is Section</ADD>
<SRF>01575</SRF>, "Temporary Environmental Controls," for protection of natural
resources.]</TXT>~~

Executing Revisions

Executing Revisions will remove all of the information that is surrounded by DEL tags as well as the DEL tags themselves. It will also remove the ADD tags as well as the green underlines leaving the added information. All text will then be returned to the appropriate colors (ie. black for TXT, blue for ENG, etc.).

Job / Project Clean Up

Once the sections of the Job have been edited by the Specifier and entered by the Operator; job / project clean up reports should be run. The clean up reports will assist the user in preparing the sections for submission. The automated reports aid in reviewing the job / project for completeness, consistency and provides construction management requirements. The sections and automated reports are printed based on user-selected print options under the Jobs Print Options Menu.